

INSTRUCTIONS REGARDING ATTACHMENTS SCHOOL NUTRITION PROGRAMS

Attachment A - Income Eligibility Guidelines for School Officials

Keep this attachment at the local agency for use in determining family eligibility for free or reduced price meals throughout the applicable program year. Do not send this attachment to families.

Attachment B1, B2, and B3 - Parent Letter and Application

Choose the appropriate attachment for your local agency's program. Complete it as you will send it to the households in your district and return to Child and Adult Nutrition Services with Part 1 - Combined Application. The instructions for each type of application designate which changes do not need prior approval. Agencies that are beyond their base year for one of the special provisions do not need to gather applications. Residential Child Care Institutions that have day students need to utilize the application for the day students, but use the roster (Attachment D) for the residential children.

Attachment C - Sample Notification Letter

Fill out this attachment as it will be used for the households in the District if the program is a pricing School Lunch and/or School Breakfast or Option 2 in Special Milk. Other agencies can disregard this. Complete it as you will send it to the households in your district and return to Child and Adult Nutrition Services with Part 1 - Combined Application.

Attachment D - Prototype Roster for RCCIs only

This is a prototype only - it should not be filled out with children's names. If the agency is a residential child care institution, this roster applies. It shows the kind of information that must be available for each child whose meals are claimed for reimbursement. If the agency uses an electronic format, a sample should be sent in (with children's names blocked out) in order to show that the correct information is maintained and available.

Attachment E - Verification and On-site Monitoring Plan

This attachment enables the agency to plan for completion of these required procedures and put it on the calendar of the responsible person. Complete the document and send it in with the Part 1 Application. If part of the process does not apply to your agency, there is a box to check to indicate that. Numbered memos NSLP 51.3 (Guidance for Verification of Applications...), memo 52 (On-Site Review Worksheet...), and memo 36 (Update to the Snacks After School Program) will explain verification and on-site monitoring responsibilities, respectively.

Attachment F – Information Update

This attachment gathers information that needs to be updated or verified annually or that changes frequently. Complete the form and return with the application.

Attachment G – Annual Severe Need Breakfast Determination

This attachment enables the agency to determine if the sites (buildings in this case) are eligible for severe need breakfast rates. The electronic worksheet can be accessed from the CANS website. Complete on line, print out, and return with the agreement. If you cannot access it, you can complete the paper copy or contact CANS for a copy of the worksheet to be emailed to you.

Attachment H - State Issued Public Release

Child and Adult Nutrition Services will submit the public release to newspapers across the state regarding free and reduced price meals and/or free milk. The agency will need to submit its own release only if the policy statement differs from the attachment and has been approved by Child and Adult Nutrition Services.